



Instructions For Completing ITD 2111, Right-of-Way Encroachment Application And Permit - Other Encroachments

Idaho Transportation Department

Note: An incomplete application will delay processing

You may be able to expedite the application process and reduce site designing and engineering costs by requesting a pre-application conference with the Idaho Transportation Department (ITD). Contact your local ITD District Office and ask to speak with the Permits Coordinator to schedule a meeting.

<u>District 1</u>	<u>District 2</u>	<u>District 3</u>	<u>District 4</u>	<u>District 5</u>	<u>District 6</u>
600 W. Prairie Ave. Coeur d'Alene, Idaho 83815-8764 (208) 772-1200	P.O. Box 837 Lewiston, Idaho 83501-0837 (208) 799-4300	8150 Chinden Blvd. Boise, Idaho 83714-8028 (208) 334-8300	216 S. Date St. Shoshone, Idaho 83352-0820 (208) 886-7800	5151 S. 5th Ave. Pocatello, Idaho 83205-4700 (208) 239-3300	206 N. Yellowstone Ave. Rigby, Idaho 83442-0097 (208) 745-7781
Counties served: Benewah, Bonner, Boundary, Kootenai, Shoshone	Counties served: Clearwater, Idaho, Latah, Lewis, Nez Perce	Counties served: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington	Counties served: Blaine, Camas, Cassia, Custer, Gooding, Jerome, Lincoln, Minidoka, Twin Falls	Counties served: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power	Counties served: Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton

1. The form initially serves as an **application**. If approved, the completed and signed form becomes a **permit** for the encroachment.
2. Please print (in ink), type, or complete the application in Microsoft Word and print the form.
3. Read and understand these instructions and all of the General Requirements on the form. These requirements apply to all permits and if you are granted a permit, you must adhere to each of them. Additional permit-specific provisions may be a part of any approved permit.
4. Complete each item in the shaded box titled "Applicant Information."
5. Include the following with your application:
 - a. \$50 non-refundable application fee.
 - b. Photographs of the proposed encroachment location, including one looking each direction along the highway from the proposed location. Digital photographs are acceptable.
 - c. Include:
 - i. A drawing or map that shows the location of your property in relation to other roads and/or landmarks.
 - ii. A drawing, such as a landscaping plan or detail of a turnout location. Show the requested encroachment in relation to property lines, the highway, existing buildings, etc. Show dimensions, mark which direction is north and if possible, draw to scale.
6. After your application is received:
 - a. ITD will review the application, all access options, local conditions, and local government plans. The application will then be discussed internally with staff. Your request may be approved, approved with conditions, or denied.
 - b. If your application is approved or approved with conditions, you will receive your permit from ITD accompanied by any additional special provisions that must be adhered to.
 - i. All work under the permit shall be completed within one year from the date that the Department issues the permit to begin work. You may request, in writing, one, 6 month extension prior to expiration of the permit.
 - ii. All permitted work shall be completed and available for final inspection within thirty (30) days after construction begins, unless otherwise stated in the special provisions of the permit.
 - iii. After construction is completed you must notify the ITD Maintenance Foreman for final inspection of the permitted work. The contact information for the foreman will be included in your permit package.
 - iv. Permit will be considered **temporary** until final approval by the ITD.
 - v. Failure to complete all work in accordance with the requirements of the permit and receive final approval within the allotted time will render the permit null and void.
 - c. If your application is denied, you will be notified by certified mail. The reason(s) for the denial and the process for appealing the denial will be outlined in the letter you receive.



**Right-Of-Way Encroachment Application and Permit
Other Encroachments**
Idaho Transportation Department

ITD 2111 (Rev. 11-13)
itd.idaho.gov

ITD Permit Application Number _____

Route _____ Milepost _____

Applicant Information - Print or Type

Applicant(s) Name (Printed)		Mailing Address or P.O. Box		City		State	Zip Code
E-Mail Address (If available)			Daytime Phone Number		Alternate Phone Number		
Property Owner's Name (Printed)		Property Address and TAX ID Number		City (If in city limits)		County	
Request Detail (i.e., landscaping, benches, bus turnout, etc.)							

For ITD Use

Project Number From ITD Highway Plan		Date Application Received		Date Application Determined Complete		In City Limits <input type="checkbox"/> Yes <input type="checkbox"/> No	
Route	Segment	C/L Milepost <input type="checkbox"/> Right <input type="checkbox"/> Left		C/L Highway Station <input type="checkbox"/> Right <input type="checkbox"/> Left			
Site Distance Right Left		Reason if Restricted to Right Or Left					

ITD District Review

Section	Reviewer	Date	Recommendation		Section	Reviewer	Date	Recommendation	
			Approve	Deny				Approve	Deny
Design			<input type="checkbox"/>	<input type="checkbox"/>	Property Mgmt			<input type="checkbox"/>	<input type="checkbox"/>
Maintenance			<input type="checkbox"/>	<input type="checkbox"/>	Traffic			<input type="checkbox"/>	<input type="checkbox"/>
Planner			<input type="checkbox"/>	<input type="checkbox"/>	Dist. Engineer			<input type="checkbox"/>	<input type="checkbox"/>
List any conditions of approval									
List reason(s) for denial recommendation									

Attachments

<input type="checkbox"/> Special Provisions/Conditions of Approval	<input type="checkbox"/> Construction Drawings
<input type="checkbox"/> Traffic Control Plan	<input type="checkbox"/> Dept. Roadway Plansheets _____
<input type="checkbox"/> Standard Drawings	<input type="checkbox"/> Letters of Recommendation/Denial _____

Upon signature of both parties, subject to all terms, conditions, and provisions of this permit or attachments, permission is hereby granted to begin work within the State Highway Right of Way.

Property Owner/Authorized Representative's Signature X	Date	Phone Number
Idaho Transportation Department Authorized Representative's Signature X	Title	Date

General Requirements

ITD Permit Application Number _____

1. The original permit or a copy must be kept on the job site whenever work is taking place.
2. No work shall commence until the permittee is given notice to proceed by an authorized representative of ITD. The permittee shall notify ITD five (5) working days prior to commencing the permitted work if work does not commence immediately upon notice by ITD.
3. During the progress of all work, traffic control devices shall be erected and maintained as necessary or as directed. All traffic control devices shall conform to the most current edition of the *Manual on Uniform Traffic Control Devices for Streets and Highways*, as adopted by the State. Equipment or materials left within the highway right-of-way when work is not taking place shall be delineated and protected with appropriate approved traffic control devices.
4. All work within the State Highway Right of Way shall comply with the requirements of the ITD Workzone Safety and Mobility Policy. Copies available from ITD upon request.
5. All work herein permitted shall conform to current government and industry standards, including Americans with Disabilities Act, and shall be performed and completed to the satisfaction of ITD. The expense of any required supervision of work performed under this permit shall be borne by the permittee.
6. All utilities shall be installed under culverts.
7. Work done under this permit shall be constructed in a manner that shall not cause water to flow onto the roadway or shoulder, and shall not interfere with the existing drainage on the State Highway System or any adjacent drainage system.
8. The permittee shall furnish all material, labor, and equipment for the installation and maintenance of approved encroachments. This shall include furnishing drainage pipe, curb, gutter, concrete sidewalk, etc., where required.
9. ITD may inspect the materials and workmanship during construction and upon completion to determine that all terms and conditions of the permit are met. Inspectors are authorized to enforce the conditions of the permit during construction and to halt any activities within state right-of-way that do not comply with the provisions of the permit, that conflict with concurrent highway construction or maintenance work, and/or that endanger highway property, natural or cultural resources protected by law, or the health and safety of workers or the public.
10. ITD shall be reimbursed by the permittee for any additional inspection required to insure compliance with the conditions of this permit. Inspection fees will be based upon inspection time including travel from the ITD facility and charged at rates commensurate with industry standards.
11. Upon completion of the permitted work, any disturbance of the highway, right of way, and/or traffic control devices shall be restored to the satisfaction of ITD including the removal of all rubbish and debris and may include seeding, planting and grading.
12. Any encroachment that is found to be in non-compliance with the terms of the approved permit may be required to be modified, relocated, or removed at the sole expense of the permittee upon written notification by the District Engineer or his authorized representative.
13. The permittee shall maintain at its sole expense the encroachment for which this permit is granted.
14. Changes in the use as defined in I.D.A.P.A. 39.03.42, of the permitted access not consistent with the terms and conditions listed on the permit may be considered a violation of the permit. Any modification, relocation, or removal of an encroachment or subject granted by this permit shall require a new permit prior to commencement of such work.
15. ITD may revoke, amend, amplify, or terminate this permit or any of the conditions herein enumerated if the permittee fails to comply with any or all of its provisions, requirements, or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given, or if the approach, structure, or subject herein granted is not installed or operated and maintained in conformity herewith.

Final Inspection and Approval

Subject to all terms, conditions, and provisions of this permit or attachments, **Final Inspection** has been completed and the permitted work within the State Highway Right of Way is hereby given final approval.

District Engineer or Assigns Signature X	Date
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